

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50

**WASHINGTON COUNTY  
EDUCATION AND CULTURE COMMITTEE**

Fair Park Ziegler Expo Building, West Conference Room  
West Bend, WI

October 4, 2011  
2:00 p.m.

Present: Marilyn H. Merten, Michael C. Bassill, Raymond W. Heidtke, and Lee Krueger. Excused:  
Kenneth Brandt.

Also Present: Finance Director Susan M. Haag, County Attorney Kim Nass, 4-H Youth Development  
Educator/Department Head Kandi O'Neil, Community Development Educator Paul Roback, Historical  
Society Executive Director Patricia Lutz, AIS Chair/President Scott Rimmel, Fair Park Accounting  
Manager Kris Zamzow, Fair Park Associate Manager Sandy Lang, Assistant Facilities Manager Deb  
Martz, County Clerk Brenda Jaszewski, and County Clerk Assistant Terri Yerges.

Chairperson Merten called the meeting to order and read the Affidavit of Posting.

**MINUTES OF AUGUST 23, 2011**

The following correction was requested:

- Page 2, line 25 should read "...to approve the 2012 UW-Extension budget, **including out-of-state travel**, with a net levy in the amount of \$567,530, and forward to Administration."

Moved by Mr. Krueger, seconded by Mr. Bassill to approve the minutes of August 23, 2011, as corrected. Motion carried.

**MINUTES OF SEPTEMBER 15, 2011**

Moved by Mr. Bassill, seconded by Mr. Heidtke to approve the minutes of September 15, 2011.  
Motion carried.

**UWEX 133 CONTRACTS**

Ms. O'Neil reviewed the annual renewal of the contract between Washington County and the Board of Regents of the University of Wisconsin system for the Educators' contracts.

Moved by Mr. Krueger, seconded by Mr. Heidtke to approve the UWEX 133 Contract for the term of July 1, 2011 to June 30, 2012 in the amount of \$159,483. Motion carried.

**OPERATING & LEASE AGREEMENTS FOR AIS**

Ms. Nass provided an updated draft of the operating and lease agreements for AIS. She recommended the agreements be merged into one document to avoid redundancy.

Ms. Nass and the Committee reviewed the revisions made to each document and discussed the need for further clarification to the records review policy (item 28 in the operating agreement).

Moved by Mr. Krueger, seconded by Mr. Heidtke to accept the revisions made to the current drafts and direct Ms. Nass to merge the two documents, insert new language regarding the procedure for records review, and submit the final agreement to ECC and AIS for review. Motion carried.

**OPERATING & LEASE AGREEMENTS FOR HISTORICAL SOCIETY**

Ms. Nass provided an updated draft of the operating and lease agreements for Historical Society. She recommended the agreements be merged into one document to avoid redundancy.

Ms. Nass and the Committee reviewed her revisions and discussed additional changes needed.

Ms. Lutz requested clarification regarding ownership of courtroom and jail artifacts, as well as insurance coverage for these items. Ms. Jaszewski will check with the County's insurance company to determine coverage for County-owned historical items and surveillance equipment.

Ms. Lutz, Ms. Jaszewski and Ms. Martz will compile a list of items to clarify ownership and necessary insurance coverage.

Moved by Mr. Heidtke, seconded by Mr. Krueger, to accept the revisions made to the current drafts and direct Ms. Nass to merge the two documents and submit the final agreement to ECC and Historical Society for review. Motion carried.

**AIS FINANCIAL REPORT**

Ms. Zamzow presented AIS financial reports for Committee review.

Moved by Mr. Bassill, seconded by Mr. Heidtke, to accept the AIS financial reports. Motion carried.

**UPDATE ON TAX EXEMPT STATUS FOR 4-H CLUBS**

Ms. O'Neil updated the Committee on the tax exempt process for 4-H clubs.

**OUT-OF-STATE TRAVEL**

Moved by Mr. Heidtke, seconded by Mr. Krueger, to approve out-of-state travel for Paul Roback to attend the *Systems, Thinking & Action Conference* Oct. 31-Nov. 2, 2011 in Seattle, WA, at no direct cost to Washington County. Motion carried.

**EDUCATION PRESENTATION – “GUYANA COMMUNITY DEVELOPMENT OUTREACH”**

Mr. Roback shared a Power Point presentation highlighting his experiences and learnings while traveling to Guyana.

**UW-EXTENSION EDUCATORS' REPORTS**

Ms. O'Neil distributed and reviewed the October 2011 UW-Extension Program Highlights.

**NEXT MEETING DATE**

The next meeting of the Education & Culture Committee is tentatively scheduled for November 1, 2011.

**ADJOURNMENT**

Ms. Merten adjourned the meeting at 4:06 p.m.